

Usage Policy For Statehouse and Capitol Complex

State of Kansas

Department of Administration

Office of Facilities and Property Management

Mark J. McGivern, Director

April 15, 2016

Table of Contents

Events at the Statehouse and Capitol Complex

1. Introduction
2. Applications for Use
3. Limitations and Conditions
4. Event Application Handout
5. Capitol Complex Maps and Floor Plans

1. Introduction:

- a. The Event Coordinator, Office of Facilities and Property Management (OFPM), Department of Administration is the reservation/information center for events at the Capitol Complex. Our goal is to protect visitors and employees and to preserve the historic beauty of the Statehouse and Capitol Complex.
- b. The Statehouse is a historic landmark and focal point of State government in Kansas. Hundreds of scheduled events take place at the Statehouse and attracts over 100,000 visitors annually. Your cooperation and compliance with this Policy for Usage of Statehouse and Capitol Complex will ensure you have a successful event/activity.
- c. To submit an Application to request the use of the Statehouse Grounds or Statehouse Interior Space consisting of the 1st, 2nd or Ground Levels or the Capitol Complex, other than the Legislative Chambers, and Legislative Committee Rooms, or for further information about use of the Capitol Complex, contact the Event Coordinator, Office of Facilities and Property Management, Department of Administration, at 785-296-7909.
- d. To submit an Application requesting the use of the Legislative Chambers, Interior Space on the 3rd, 4th or 5th floors and/or a Legislative Committee Room or other space managed by the Legislature, contact the Director of Legislative Administrative Services, Room 549-S, Statehouse at 785-296-2391.

2. Application for Use.

- a. **Application Procedures.**
 - i. Each Application for a permit to use any of the buildings or grounds that are NOT under the control of the Legislature must be submitted to and received by the Event Coordinator no later than ten (10) working days before the date of the planned activity. The on-line application on the OFPM web site (www.admin.ks.gov/offices/ofpm) is the only method to submit an application. A confirmation of receipt of application will be returned upon receipt of the e-mailed application. Completed applications can be sent to Event Coordinator, Office of Facilities and Property Management (OFPM), 800 SW Jackson, Suite 600, Topeka, KS, 66612, 296-7909.
 - ii. Applications not received on time may be denied a permit.
 - iii. All applications MUST include a diagram of layout, must pre-identify all needed equipment and will include a proposed itinerary.

- iv. Changes to any application must be submitted at least one week before scheduled event. Last minute changes may not be approved.
 - v. Events sponsored by the Governor's Office take priority on 1st, 2nd, and Ground levels of the Statehouse and the Statehouse Grounds.
- b. **Processing Applications.** Applications for activities will be processed in order of receipt. The Event Coordinator will process, approve or deny the Application and identify any specific conditions that apply to the requested location. Applications can be sent up to one year before date of requested event but will not be processed until 90 days before the event to allow for changes and cancellations.
- c. **Fees.**
 - i. Consideration of an Application is contingent upon payment of the Application fee.
 - ii. Application fee: Beginning July 1, 2016 all applications from non-governmental entities will include a \$20 processing fee. Application fee is nonrefundable unless the Application is denied due to a scheduling conflict.
 - iii. The group conducting the activity will be responsible for collecting and removing all litter created by their group or their visitors. Failure to do so will result in additional expenses being assessed to the group. Request for payment of cleanup fee will be processed and sent to the event Point of contact by the Event Coordinator within 30 days and are to be paid within 10 days of the receipt of invoice.
 - iv. If an Application is denied, the requesting party will be notified by telephone or letter.
- d. **Commercial Activities.**
 - i. Commercial activity within the Capitol Complex is prohibited unless it is specifically approved as part of the permit for the event, exhibit or display.
 - ii. Commercial activity in any of the other buildings and on grounds listed in K.A.R. 1-49-1 is strictly prohibited, except for vendors under contract with the State of Kansas; blood drives sponsored by a state agency; and commercial activity that is sponsored by a state agency.
- e. **Final Authority.** For all areas subject to the control of the Secretary, Department of Administration or their designee, they will be the final authority in determining whether or not an activity may be permitted, whether or not the activity relates to a governmental purpose and whether or not any provision of this policy may be waived.

- f. **Revocation.** Approval of an activity in the Capitol Complex is revocable. Approval will be revoked and an activity discontinued when applicable regulations or statutes, or these policies have been violated or when conditions set forth in the application agreement have been breached. During the conduct of an activity, the ranking Capitol Police official in charge may also revoke approval if continuation of the activity presents a clear and present danger to the public safety, good order, or health or for any violation of applicable statutes or regulations or policies.
- g. **Renewal.**
 - i. No exclusive rights to permits or reservations for use of space will be issued for consecutive years by one applicant.
 - ii. Unless otherwise approved, permits to use the steps or grounds of the Statehouse will be for a maximum of six (6) hours in a 24 hour period.
 - iii. Applicants may not schedule the north and south steps in the same 24-hour period.
 - iv. Serial or repetitive applications must be renewed on a month-to-month basis by submitting a new application.
 - v. Applications for permits may be submitted up to a year in advance, but approval will not be issued earlier than ninety (90) days prior to a planned activity.

3. Limitations and Conditions:

- a. **Limitations.**
 - i. Unless otherwise approved normal event hours are 8am to 4pm, Monday thru Friday. Setups can occur prior to 8am if requested and approved. For safety and security reasons, all property must be removed at the end of each day's events.
 - ii. No overnight stays or camping.
 - iii. No open flames or candles allowed inside State buildings.
 - iv. Exhibits may be displayed for up to two weeks and only during non-session times.
 - v. During the Legislative Session, inside musical events are permitted from 12:00 noon to 1:00 pm. Drums and brass instruments are not allowed. Amplification of music inside the Statehouse is NOT permitted. Use of piano must be requested and approval given for use ONLY during the above hours.
 - vi. Unless otherwise approved, no merchandise may be sold and no money may be collected during events. No drawings, raffles, or fund raising

events in which money is collected will be permitted in or on State property.

- vii. Fund raising events must be sponsored by a State agency in conjunction with United Way or Project Topeka activities. Any other State sponsored fund raising event must be a charitable event and be pre-approved.
- viii. Permits for use of the Statehouse grounds does not include inside the Statehouse or other Capitol Complex buildings unless part of original and approved application.
- ix. Reservations and permits for an activity will be valid in only approved areas and the activity must be limited to the approved area.
- x. Activities on the Statehouse grounds must not result in damage to or destruction of state property such as buildings, steps, sidewalks, statutes, fixtures, grounds, etc.
- xi. Under no circumstances may the life safety paths of egress from or to the building be obstructed or blocked. Activities must not impede or block entrances into the Statehouse or public driveways, or vehicle or pedestrian traffic into or around the Statehouse grounds unless prior authorization to do so has been granted. Activity must not impede the performance of public business.
- xii. Sponsors of activities that exceed one hour in length may be required to provide portable restrooms as dictated by Shawnee County Environmental Code. Portable restrooms are NOT permitted on State property. Restroom locations and permits are to be coordinated by event POC and the City of Topeka.
- xiii. Only the sound systems provided by the Department of Administration will be permitted for use within the Capitol Complex. Exceptions for other systems must be requested and approved by Event Coordinator. OFPM personnel will provide services and monitor noise levels. OFPM Maintenance personnel will inspect all electrical systems and provide safety for electrical cords. The Department of Administration reserves the right to limit the noise level of sound systems.
- xiv. No banners, signs, exhibits or any other materials will be taped, tacked, nailed, hung or otherwise attached to State property. Banners and signage as part of the event may be attached to easels, tables and/or panels.
- xv. No leaflets or handouts may be distributed except those that are part of an authorized exhibit or event and in the designated area of the event.

- xvi. No intoxicating beverages or substances will be allowed on any state property.
- xvii. No person will be allowed to bring in personal signage to any building in the Capitol Complex. Security is authorized to confiscate signs.

b. **Conditions:**

- i. The application must relate to a governmental purpose.
- ii. The application must have a legislative sponsor or a state agency sponsor.
- iii. Application must be completely filled out and have event setup diagram.
- iv. An itinerary is needed to be submitted prior to approval of the event.

Capitol Complex Event Facility Use Application

Name: _____ Today's Date: _____

Organization: _____ E-Mail: _____

Day Phone Number: _____ Cell Phone Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Name of Event: _____

Type of Event: _____

Number of People Presenting: _____ Number of People Attending: _____

Event Date: _____ Set-Up Time: _____

Event Start Time: _____ Ending Time: _____

Proposed Itinerary is due with submission of application.

Legislative Sponsor or State Agency Sponsoring: _____

Sponsor Phone Number: _____

Area Requested: Statehouse Floor and Area _____ Parking Lot # _____

_____ Docking State Office Bldg. _____ Landon State Office Building _____ Memorial Hall

_____ Curtis State Office Bldg. _____ Eisenhower State Office Bldg. _____ Outside Location

Equipment Required: _____ Need access to electric?

_____ Piano _____ Flat cart _____ Tables _____ Chairs _____ # Trash cans _____ Easels

_____ Podium _____ PA System _____ # Upright Panels _____ Extension Cords

Diagram: Diagram of proposed event layout/setup must be included with event application.

I have read and agree with the Usage Policy for Statehouse and Capitol Complex

